


Four Day Work Week Policy

Approved: 
Date: June 2012

I. Policy

The Nebraska Probation System has the option of approving a four-day work week for non-exempt employees.

II. Purpose

To allow flexibility in all probation districts to better meet probationers' needs.

III. Reference

Not applicable.

IV. Procedure

The Chief Probation Officer of the district shall evaluate employee requests for four-day work week option based on job functions and overall operation of the district. Districts desiring employees the option of a four-day work week shall prepare a district plan, which should be submitted to the Administrative Office of Probation for approval.

A. Four-Day Work Week Option

The Chief Probation Officer of the district shall determine if the district shall request the four-day work week option based on job functions and overall operation of the district.

B. Four-Day Work Week Request

A district requesting a four-day work week schedule shall submit a written request to the Administrative Office of Probation that includes a brief description of justification, and impact on both the district and the Administrative Office of Probation.

C. Administrative Office of Probation Approval/Denial

The Administrative Office of Probation shall approve or deny the request based on the following criteria:

1. Benefits to the probationers served by the district
2. Benefits to the operations of the district
3. Overall impact on the services or operations of the district if the adjusted work schedule is approved

D. Work Schedule if Approved

If approved, the district's Chief Probation Officer shall be notified and shall forward the approved work schedule to the district's office manager.

E. Leave Days

All leave days (sick, vacation, holiday, funeral), shall be calculated as eight (8) hours and the employee shall be required to work the remaining thirty-two (32) hours during the week, unless further leave is duly authorized.